

## Maison Kinder - Contract

Full Name of Child: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ /DAY \_\_\_\_\_ /MONTH \_\_\_\_\_ /YEAR

Date of Enrollment: \_\_\_\_\_ /DAY \_\_\_\_\_ /MONTH \_\_\_\_\_ /YEAR

Chosen days: MON  TUE  WED  THR  FRI  SAT  SUN

Home Phone Number: \_\_\_\_\_

Home Address: APP# \_\_\_\_\_ STREET \_\_\_\_\_

CITY \_\_\_\_\_ POSTAL CODE \_\_\_\_\_

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Mother / Guardian Full Name: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

SIN: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Work Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_

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Father / Guardian Full Name: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

SIN: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Work Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Child Lives With: Mother \_\_\_ Father \_\_\_ Both \_\_\_ Other \_\_\_

### **TUITION FEES AND LATE FEES**

The Maison Kinder fee structure is based on a yearly tuition, and it is divided by monthly payments. The monthly rate is \$761.25 per child, per month, for five chosen days of care per week. These five chosen days cannot be changed during the year without Maison Kinder agreement. This is a flat rate and stays the same amount regardless of attendance or hours. Fees are paid during all absences; once a space is confirmed, it is payable whether the child attends or not since Maison Kinder operates on a flat-fee basis. When you sign a contract, you are contracting for a spot and not actual hours used. This means that you will pay for your child's regularly scheduled attendance, whether they are here or not. This includes absences for vacation, illness, snow days, power outage, holidays, or other reason.

Payments are made in advance and are due in full on the 1st of each month. We accept cash, checks, Electronic Funds Transfer (EFT), money orders or post-dated checks (made out to Maison Kinder). There is a \$35 charge for checks returned as NSF. If more than two checks are returned unpaid, only cash will be accepted from then on. Children may not attend the childcare service center unless FULL payment has been paid up to date. **THERE ARE ABSOLUTELY NO EXCEPTIONS TO THIS RULE.** Partial payment is not acceptable. Maison Kinder reserves the right to cancel if payments are not made on time and in full.

Child care positions will be automatically lost after one week of non-payment. Parents are responsible to pay for all late payments, including the mandatory four week termination written notices, even after termination of child care. Parents will be liable for any and all collection costs.

### **NOTICE OF TERMINATION**

Four full weeks advance notice in writing is required to drop your child from the childcare service center facility. Payment is required for these four weeks even if the child is not attending Maison Kinder anymore. Maison Kinder reserves the right to terminate this contract for any reason. Four weeks notice will be given under usual circumstances. However we reserve the right to immediate termination of services under certain circumstance (i.e. children who are a threat to others, non-payment, lack of parental cooperation etc.).

### **HOURS**

The childcare service center for full-time or part-time care is open from 7:00 to 18:00 Monday through Sunday. You may use any or all of these days for the chosen and paid day. You have until 18:00 to pick up your child. We provide parents with a 10 minute grace period, then there is late charges of \$10 per 15 minutes. Please note that there will also be late charges in the eventuality of bad weather or traffic or any other reason.

### **ATTENDANCE**

If your child will be late or absent for any reason, please advise the childcare center at your earliest convenience. This helps us know how many children to plan for at lunch, activities etc.

## **RELEASE OF CHILDREN**

When anyone other than the parent, guardian, or other authorized adult is asked to pick up a child from school, the following procedure must be followed:

1. The manager/educator must be notified in advance and given the name of the person picking up the child.
2. The person picking up the child must provide photo ID to show at pick-up.

## **ILLNESS & EMERGENCY**

Please do not send your child to school if they show signs of:

- Fever (more than 38.5)
- Diarrhea
- Throat infection
- Stomach ache
- Ear ache
- Enlarged glands
- Rash
- Profuse amounts of mucus from the nose
- Vomiting
- Red or discharging eyes
- Head lice or nits

If a child shows any of these signs at the center, parents will be contacted and asked to pick up their child. Non-prescription medicine will not be administered before the child is picked up. A child should be free of fever for 24 hours before returning to the center after illness.

In case of emergency, parents (or, alternatively, the emergency contact person) will be contacted immediately. If necessary, the child will be taken to hospital and the center will act in the parents' name until the parents arrive.

## **MEDICATION**

Maison Kinder can administer non-prescription medicine (for example, acetaminophen) with the parents' written consent clearly indicating the appropriate dose. The medicine must be in its original packaging.

If your child is taking antibiotics, it is mandatory for parents/guardians to fill out the necessary consent forms granting permission to Maison Kinder to administer the medication to your child. Medication must be brought to the center in its original packaging. The appropriate dose must be clearly written on the pharmaceutical label.

Children who have allergies that require an EPI PEN are required to keep their EPI PEN on them at all times. We recommend putting the EPI PEN in a pouch that is fastened around the child's waist. A second EPI PEN should be left to the manager, labeled clearly with your child's name.

## **INFECTION CONTROL**

Provider and all children will practice good hand washing habits. Hand washing is required after using the bathroom and before and after handling food. Paper towels and liquid soap will be accessible in the bathroom.

## **FOOD SERVICE**

A nutritious and healthy lunch and two snacks are provided daily at no cost to parents.

## **FOOD AND TREATS FROM HOME**

You can bring healthy food but unfortunately, goodies cannot normally be brought from home. However, you will be allowed to send treats with your child to share for special occasions such as Valentine's Day, the children's birthdays etc. The childcare service center will notify you for such occasions. Please note that **NO GUM IS**

ALLOWED at the center. It is a choking hazard, it gets into the carpet and on the furniture, and children have sometimes this tendency to "share it".

### **PEANUT AND NUT FREE ENVIRONMENT**

The center created a peanut-free environment for the safety of the children. We ask you to support this gesture and to not send any peanuts, nuts or food with traces of peanuts and nuts with your child.

### **WHAT TO BRING**

- Diapers / Wipes / Diaper cream
- Baby bottle / Sippy cup
- Smock (or daddy's shirt!)
- Blanket
- Sun hat
- Change of Clothes\*
- Indoor and Outdoor Shoes

\*Each child must bring a clear Ziploc bag at the beginning of care which contains a complete set of change of clothes, to include: pants, top, socks & underwear. Every item including the bag must be clearly labeled with the child's full name.

### **ITEMS TO STAY IN CENTER**

Each child must leave these items at school:

- Diapers, wipes and diaper cream
- Sippy cup
- Smock
- Change of clothes
- A pair of inside shoes

### **CLOTHING**

Children must wear comfortable clothing to school. Shoes, boots and slippers must be easily handled by your child: Slip on shoes or shoes with Velcro fastenings are best. Laces are not permitted.

For winter attire, mittens attached with clasps or on a string are highly recommended. Please ensure that all clothing & boots are **LABELLED**. Keep in mind, your little ones do not always recognize their own belongings. Maison Kinder is not responsible for lost items.

### **SCHOOL BAG**

Each child must bring a school bag daily. Your child should be able to open & close the school bag autonomously. Please ensure that the bag is large enough to contain any material from the center, including the school agenda.

### **TOYS**

The children are free to bring one toy to child care if they wish. However, if the toy is delicate or of great sentimental value, please do not bring it to center. We will not be held responsible for toys that get broken when brought to child care. The children are supervised consistently, but accidents can happen and toys can break. Children bring toys at their own risk. Books and blankets are always welcome.

## **SUN BLOCK**

Please put sun block on your child before arriving at the center. Children go outside once in the morning and will not need to reapply sun cream later during the day.

## **NAPE TIME**

Nap time is after lunch. ALL children are expected to respect this "quiet time". We recognize that some preschool children will not be comfortable about nap time and we are respectful of this. Children are encouraged but never forced to nap. Quiet activities such as reading or puzzles are provided for children that do not nap and calming music is played throughout this period of time to help the children relax and feel at ease with the rest period.

## **BIRTHDAY PARTIES**

If you would like your child to celebrate their birthday in our child care facility, please let the educator know well in advance. We welcome birthday cake for the occasion, as well as napkins, paper plates and plastic cutlery. As for birthday parties held outside the childcare service center, birthday cards and invitations may only be distributed at the center if the whole group is invited.

## **CHILD EVALUATIONS**

Children's progress is recorded on an on-going basis through observations and educators progress charts. The information will be relayed to parents in the form of report cards two times per year.

## **BEHAVIOR POLICY**

Children are to be responsible for what they say and do, polite and respectful of other people, to listen to instructions, to not hit, push, bit, or swear, to not say or do any action that is hurtful or harmful to others, to treat people the way they would like to be treated, to try to problem solve for themselves, to take good care of the centre's toys, games and other supplies, and to take good care of someone else's toys, games and supplies.

## **CHILD DISCIPLINE**

At Maison Kinder, we believe in discipline, not punishment. We feel it is very important that a child is not simply told "No", that they understand what they did, why it might be hurtful, and discuss what we can do in the future. In some cases a time out will be necessary. This is done on a chair and with direct supervision.

## **CHILD MISBEHAVIOR TERMINATION**

Any disrespect toward other children, the Provider, or center items will NOT be tolerated. If a child is repeatedly disruptive and disrespectful, a written notice will be given to the parents and will need to be signed and returned to the childcare service center. After two written notice, the next misbehavior can result in termination from child care enrollment.

## **DAMAGES**

Maison Kinder understands that small repairs and accidents can happen with the facility material. However, parents / guardians will be held financially responsible for damages that cannot be classed as accident or fair wear and tear (such as deliberate breaking of toys, poking holes in furniture etc.).

## **NOTIFICATION**

If you have a change in personal information (e.g. address, parental contact numbers, pick up arrangements), please notify the center immediately in writing.

**CONFIDENTIALITY**

You may be assured of our total discretion and confidentiality regarding your personal details and your child's progress.

I HAVE READ AND ACCEPT THE POLICIES AND PROCEDURES OF MAISON KINDER. THEY ARE PART OF MY CONTRACT. I UNDERSTAND THAT THIS CONTRACT MAY BE REVEIWED AND REVISED AS NECESSARY AND THAT I WILL BE PROVIDED WITH WRITTEN NOTICE OF ANY SUCH REVISIONS/CHANGES AT LEAST 30 DAYS PRIOR TO ANY CHANGES/REVISIONS TO THIS AGREEMENT.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date